EDRS Phase 2 Implementation has Officially Begun!

In May 2018, the EDRS team began initial outreach and onboarding of new stakeholder groups in the first region for EDRS Phase 2 implementation. The state has been divided into seven (7) regions for a statewide roll-out that will run through May 2019.

Region 1 of EDRS Phase 2 is scheduled to go live on June 28, 2018. Region 1 includes all stakeholders in the following counties: Allegany, Chemung, Orleans, Genesee, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, and Yates.

The EDRS Phase 2 Implementation Roll-Out Map on the next page defines the seven (7) regions and provides a time-frame for when each region is expected to begin using EDRS Phase 2 functionality for electronic processing of death certificates. Check the EDRS website for periodic updates and details about the Phase 2 roll-out plan and regional go-live dates: http://www.health.ny.gov/vital_records/edrs/.

EDRS is Adding Home/Unattended Deaths and Unnatural Causes

EDRS Phase 2 will usher in a new era of the EDRS implementation. Deaths occurring at home, unattended, or from unnatural causes will now be processed online using EDRS. These expanded death processes require onboarding new stakeholders in the system. EDRS now welcomes primary care physicians, medical practice groups, medical examiners, and coroners. Stakeholders in each region will receive detailed information on role-specific live training and onboarding instructions through email outreach.

In addition to the new EDRS Phase 2 stakeholders, funeral directors, registrars, and all medical facilities (hospitals, nursing homes, free-standing hospice facilities) under Phase 1 implementation will receive notifications via email about training opportunities and onboarding procedures for new end-users.

All EDRS users will need to establish an HCS account to access the EDRS application. Please respond promptly to all emails and phone calls from NYS Department of Health to be sure you have appropriate access and are ready to process cases electronically by the regional go-live date.

Key Dates
Completed Winter 2018

- Added a 3rd county to ME/Coroner Pilot Program for EDRS
- Launched the Fetal Death Module Pilot Program
- Completed testing of EDRS system updates for Phase 2 implementation

Ongoing—Spring 2018

- Region 1 onboarding for EDRS Phase 2
- Fetal Death Module 1st pilot site NYU Winthrop Hospital began processing fetal death certificates electronically 4/2018
- Fetal Death Module onboarding and training for 2nd and 3rd pilot sites

Upcoming—Summer 2018

- EDRS enhancements for Phase 2 to be installed on live site
- Region 2 onboarding for EDRS Phase 2
- EDRS Phase 2 will Go-Live in Regions 1 and 2
- Live webinar training for EDRS Phase 2; see EDRS website for training schedule

Fast Facts, as of May 16

20,000 Cases filed fully electronically so far this year in EDRS

205 Medical Examiner/Coroner cases filed electronically at pilot sites

57 Fetal Death cases filed electronically

150 Training Seminars scheduled for EDRS Phase 2
NEW EDRS Training Coming in June

A full live-training schedule is now available for Phase 2 of the Electronic Death Registration System (EDRS) implementation. EDRS Phase 2 Implementation Roll-out Map shown above includes go-live timeframes for each region/county. Monthly recurring training is available to all stakeholders on the 3rd week of every month starting in the month of June.

All stakeholder groups will also receive exclusive training based on their county and the regional roll-out schedule. Outreach emails will be sent to all stakeholders with specific regional training dates, time and registration instructions during statewide roll-out.

To register for upcoming training, please visit the training schedule on the home page of the EDRS website at http://www.health.ny.gov/vital_records/edrs/

Continuing education credits are not available for program participation at this time. Should you need a certificate of completion or proof of attendance, please contact the EDRS team at edrs@health.ny.gov.

(EDRS Training, continued next column)
Fetal Death Module - Pilot Program is Underway

The Fetal Death Module Pilot Program has officially begun. NYU Winthrop Hospital in Nassau County, the first pilot facility, started electronically filing spontaneous fetal death certificates in the system on April 3, 2018. Additional facilities that have agreed to participate in the pilot program will begin using the system in summer 2018. Statewide implementation is expected to begin late-winter 2018.

NYS funeral directors may be called upon to electronically complete the disposition section, when required, of a fetal death record during the pilot program. In preparation, please visit the EDRS website to view a pre-recorded training, a quick reference guide for funeral directors, and announcements on other pilot facilities and dates. Notifications will also be sent via email prior to each Go-Live date.

As we progress through the pilot program, additional information regarding pilot updates and statewide implementation will be posted on the EDRS website: http://www.health.ny.gov/vital_records/edrs/

If you have general questions regarding the Fetal Death Module, send your questions by email to the electronic fetal death registration mailbox at edfr@health.ny.gov.

Opioid Classifications to be Added to EDRS Cause of Death Page

A team of professionals working with NYS Bureau of Vital Records has defined upcoming enhancements to EDRS for recording opioid-related Cause of Death. The enhancements are aimed at improving coding and classification of opioid deaths for accuracy and timely identification.

The opioid classification enhancements are expected to be implemented in EDRS late Summer 2018.

The enhancements grew out of a review of hundreds of death certificates that have been recorded by medical certifiers. Those certificates were reviewed after undergoing automated ICD-10 coding and classification by the National Center for Health Statistics (NCHS).

Issues Discovered in the Review

In the hundreds of cases that were reviewed, the team of professionals found two common concerns with the way opioid-related Cause of Death information was being entered into EDRS:

1. Misuse of drug terms such as drug abuse, drug use, drug exposure, dependency, and addiction, instead of ICD-10 preferred terms such as toxicity, overdose, and poisoning. Misuse of these terms can result in under-coding and misclassification of overdose deaths.

2. Incorrect placement of drug terms in Part II on the death certificate, resulting in the potential under-coding of overdose deaths.

What is Changing in EDRS

EDRS will inspect the data entered on the Cause of Death page in Part I lines A, B, C, and D for terms indicating a possible drug-related overdose or poisoning. Upon validating the page, EDRS will look for terms commonly used to describe overdose or use of opioids. If non-ICD-10 terminology is used, the validation results will provide guidance for recommended terms to use instead, if applicable. The medical certifier will be able to choose to change the terminology, or keep it as is and “override” the validation message.

EDRS will also inspect the data entered in Part II of the Cause of Death page. If terms related to drug overdose have been used in Part II, validation results will question if these conditions should be listed in Part I instead. Opioid-related information entered in Part II will not allow for the condition to be linked to the possible overdose by NCHS. Again, the medical certifier will be able to choose to change the information, or keep it as is and “override” the validation message.

Impact of These Changes

These enhancements to EDRS will not prohibit a medical certifier from entering information that he or she believes to report accurately the circumstances and contributing factors to the death event. This enhancement will simply provide focused guidance to the medical certifier, allowing editable text for proper manual or automated coding and classification of these death events. The goal of these changes is to provide NCHS with quantifiable data to improve our understanding and tracking of the opioid issue and help us develop targeted strategies for addressing the issue.
EDRS Tech Tips

Tip for the Select Your Office Page

The EDRS team has been getting some reports of users who are unable to navigate past the Select Your Office page when attempting to sign into EDRS. If you are encountering this issue, please do the following:

- Have your HCS Coordinator confirm that you have the correct EDRS role assigned. Each user should only be assigned to one EDRS role. The HCS Coordinator uses the Coordinator’s Update Tool in HCS to manage role assignments.

- After confirming your role assignment, we recommend clearing your browser’s cache. The users we spoke with found that after they cleared the cache in the browser, the links on the Select Your Office page began functioning as normal.

How to Clear Your Browser’s Cache

The following keyboard shortcut works in most browsers. If it doesn’t work for you, use the Alternate Instructions.

⇒ If you have a **Windows** computer, in your browser window press **Ctrl+Shift+Delete** on your computer keyboard (press all three keys at the same time).

⇒ If you have a **Mac** computer, in your browser window press **Command+Shift+Delete** on your computer keyboard (press all three keys at the same time).

![Delete Browsing History](image)

(A window like one of these two figures shown below should pop up. What it looks like depends on which browser you are using.

**Alternate Instructions**

If Ctrl+Shift+Delete (on a Windows computer) or Command+Shift+Delete (on a Mac) does not pop up the window for clearing/deleting browser cache, then you will find browser-specific instructions for on the HCS Help page, as follows:

1. Log into HCS. On the HCS Home page, click Help in the top menu bar, and then select HCS Help.
2. Scroll down the HCS Help page to the section named Instructions for Clearing Your Cache.
3. Locate the name and version of your internet browser, and click the corresponding link for detailed instructions on how to clear cache in your specific browser.

What is Browser Cache?

Internet browser “cache” includes temporary web pages that your browser stored locally on your computer for faster loading when you go back to that same web page. When the browser detects that something on the web page has changed, it will load the page from the web site/application instead of loading the cached version. However, browsers may not be able to detect all the underlying changes in a web application, so sometimes it is beneficial to clear out/delete your browser’s cache to force it to load pages from the Internet.

**Figures:** The window shown at left is Internet Explorer’s **Delete Browsing History** window. The window shown below is Google Chrome’s **Clear Browsing Data** window.

![Clear Browsing Data](image)

(Tech Tips, continued next column)
How to Print a Review Draft of a Death Certificate—Print Working Copy

NYS Bureau of Vital Records strongly recommends that contributors using EDRS review a Working Copy of the EDRS death certificate before certifying or signing each case.

A Working Copy is a draft copy of the death certificate intended for you to review and verify that all case information is complete and that the information you entered into the case in EDRS is filling in on the certificate as you expected. Medical providers should also print out the Working Copy to provide to the funeral director to help them search for the case.

Working Copy and Drop to Paper Are Completely Different

On the Print Forms page in EDRS, the Drop to Paper option is sometimes confused with Working Copy. Some EDRS users have been using Drop to Paper when they only intend to print out a draft copy of the death certificate to review. Once you select Drop to Paper, you have locked out all users from working on the case electronically. When your intent is to print out a draft of the certificate for review or filing, you need to be selecting Working Copy.

Drop to Paper does NOT mean “print a copy.” Drop to Paper converts the case from electronic registration process to paper-based registration process, just like the old paper form. It means exactly what it says on the Print Forms page, that it ends all further electronic processing in the case for everyone involved—the funeral director, medical personnel, and the local registrar.

The only time you should be using Drop to Paper is when the next person or the Local Registrar is not able to access EDRS at this time to complete the case electronically.

The distinction between these functions is covered in live training, video tutorials, and EDRS documentation available on the EDRS website: http://www.health.ny.gov/vital_records/edrs/.

Changes on the EDRS Print Forms Page

To help remind users which link they should click on the Print Forms page, the EDRS team has made a few changes.

1. The link to Working Copy has been renamed to Print Working Copy Of Certificate – For Draft Review. We changed the name to help remind you to use this link to print your copy for review. The link to Print Working Copy Of Certificate generates a current draft certificate as a PDF file that opens in Adobe Acrobat Reader. In Adobe Acrobat you can view it on your computer or print it out.

2. The link to Print Working Copy Of Certificate has been moved to the top of the Print Forms page to make it easier for you to notice.

3. The link to Drop to Paper has an updated description for more emphasis. The description has been changed from Ends Electronic Processing For All Users to Stops Electronic Registration For All Users.

4. The link to Drop to Paper –Stops Electronic Registration For All Users has been moved to the bottom of the list on the Print Forms page. Funeral Directors and Local Registrars will see the effect of this, because the Burial Permit and Vault Copy links are now above Drop to Paper.

“Cancel Drop To Paper” Is Not Currently Available

The Winter 2018 edition of the EDRS Newsletter announced that we had the ability to reverse (cancel) Drop to Paper in a case. Unfortunately, we had to stop using that feature because some cases were being registered twice under different registration numbers and dates – one on paper and one electronically. If EDRS users will stop clicking Drop to Paper so frequently when they do not intend to stop electronic registration, then we will consider reinstating the EDRS team’s ability to Cancel Drop to Paper.
(Tech Tips, continued from previous column)

If Google Chrome is Your Internet Browser, Please Turn Off Autofill

Note: This article ran in the last issue of the EDRS Newsletter. We are repeating it in this edition because many EDRS users still have Autofill turned on, inserting erroneous names and addresses on Death Certificates.

The Autofill feature in Google Chrome Internet browser can cause your personal information to fill in automatically in online form fields, including data fields in EDRS. Chrome's Autofill feature gets the information from your own personal browsing history on the Internet.

Chrome's Autofill can also compete with EDRS's "predictive text" feature, which has the ability to suggest valid data from the EDRS database as you begin typing in certain fields. You may find it difficult to notice which auto-

filled data is valid "predictive text" from EDRS and which is Chrome Autofill information.

In one recent case a physician's name was auto-filled as the decedent's name. Do you think that error was caught before the case was registered? It was, but what if it hadn't been? The Social Security Administration would have had the physician in their records as deceased. Can you imagine the havoc that could be caused in that individual's life? And that physician was not even working on this case.

The Solution

Chrome users need to turn off the browser's Autofill setting in their browser so that the browser does not insert incorrect, unintended information into EDRS cases.

Please follow the numbered snapshots below to turn off Autofill in Google Chrome. For more detailed, step-by-step instructions see the following document on the EDRS website: Turn Off Autofill Setting in Google Chrome.

Figures 1-6: How to Turn Off Autofill — Steps in the Process
Coming Soon – New Features in EDRS

Apostrophe in Decedent Name

Current Issue

Apostrophe (’ ) in the Decedent’s Name is not currently searchable. An apostrophe in a name is common throughout the world in both first and last names. This issue affects Start/Edit New Case searches. The current process to work around this issue is to omit the apostrophe when creating the case. Then after the Funeral Director has taken ownership of the case the Funeral Director will correct the spelling of the decedent’s name, adding the apostrophe where needed. Thereafter all searches for the case need to be done using Locate Case so that you can search on other criteria instead of name.

Fix Coming Soon

This issue will be resolved soon, and when it is fixed you will be able to include the apostrophe in the decedent’s name right from the beginning when the case is first created. The correction for this issue is currently being tested, and is expected to be installed in the live EDRS application sometime in June 2018.

Enter Zip Code to Automatically Fill in City, County, and State

New Short-cut Feature Coming Soon

On numerous pages in EDRS where an address section includes a Zip Code field, you will soon be able to simply enter the Zip Code and then click in or tab to another field. The City, County, State, and Country will automatically fill in based on the Zip Code. This is a nice time saver, and it ensures accuracy, too.

When this feature is enabled in the live EDRS application, the Zip Code field will appear to the left of the City/Town field to help you remember you can enter zip code first, if known.

Of course, you will still have the ability to browse to the City, County, etc., instead of starting with the zip code.

You may expect to see this new feature in EDRS early this summer. A pop-up announcement will be posted on the EDRS home page when this new feature is available.

<table>
<thead>
<tr>
<th>County</th>
<th>Allegany</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Allegany</td>
</tr>
</tbody>
</table>

Bishopville Hamlet
Black Creek Hamlet
Bolivar Hamlet
Bolivar Village
Bowler Hamlet
Brewer Corners Hamlet
Burns Town
Burns Village Hamlet
Canaseraga Village
Canadice Hamlet
Canadice Town
Centerville Hamlet
Centerville Town
Ceres Hamlet
Clarksville Hamlet
Clarksville Town

Important — Funeral Directors and Local Registrars:

Be mindful of how the Place of Death address assigns the Registration Office on the Disposition page. We understand that some registration districts encompass multiple Zip Codes, and some Zip Codes span multiple jurisdictions. If a Zip Code you enter spans more than one municipality, you may still need to select the correct City/ Town. If a Town is divided into multiple Registration Offices, then you may need to edit the assigned Registration Office on the Disposition page.

This will be especially important as we enter EDRS Phase 2, in which we will use EDRS to report non-facility deaths that could occur at any address in the state.

Hamlets to be Removed from EDRS City/Town Fields

NYS has about 6000 Hamlets. None of them have their own Registration Office. NYS has determined that we no longer need to report and track locations down to the Hamlet level. Therefore, we plan to remove Hamlets from the City/Town look-up lists in EDRS. This is expected to make it faster and easier for users to find and select the correct municipality.

After Hamlets no longer appear in the look-up lists, then for addresses in which you previously would have selected a Hamlet as the municipality, you will now select the Town instead. Villages, Boroughs, Towns, and Cities will not be changed; you will continue to select those municipalities where applicable.

Another benefit to removing Hamlets from the look-up lists is that it will reduce confusion and errors when multiple municipalities have the same name. For example, as shown in the figure on the right, Allegany County has three municipalities named Bolivar, two named Caneadea, two named Centerville, etc. The red arrows in the figure point out how many municipalities will be removed from this list. The look-up list will become significantly shorter and easier to use.

This change in EDRS is expected to occur during Summer 2018. The change will not affect death certificates created before the Hamlets are removed from the look-up lists. The change will only affect death certificates being completed after the change is made.